ActionPaks

Practical applications

&

client stories

Joanne Brunn

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XLERANT

Goals

- Discover different ways to use ActionPaks in your budgeting process

- See how others organizations are using ActionPaks and hear from them directly

- Find ways to expand the use of ActionPaks in your own organization

- Quick review: What are ActionPaks?

- Learn 4 common approaches to ActionPaks

- Hear directly from two clients on their usage of ActionPaks:

  - Western University of Health Sciences
  - University of Findlay

- Open discussion – usage, features, functionality

ActionPaks allow you to 'earmark' spending or revenue

- Build up your budget from discrete initiatives or events

- Create an ActionPak by choosing discretionary accounts from the budget

- Budget the ActionPak as a discrete item, which is added on to the budget

- Example:
  - Four conferences you're planning for the upcoming year
  - Each conference has its own seminar fees and travel costs, and you have some non-conference travel costs as well
  - => Create an ActionPak for each of your conferences, and budget seminar fees and travel costs for each separately

ActionPaks defined by the budget holder, within a budget, are private

- Can be used only in that specific version and unit
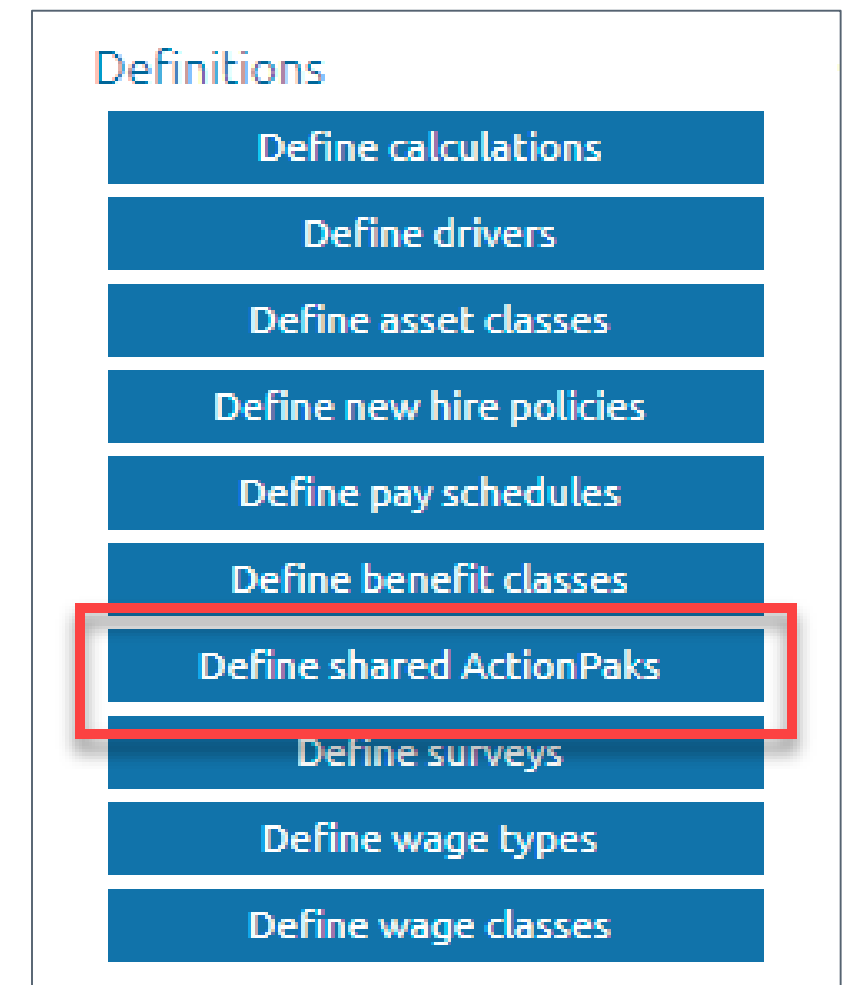- Cannot span units or versions

Once defined, ActionPaks appear in their own stack in the budget navigation walkthrough.

ActionPaks defined by the administrator, in configuration, are shared

- Shared ActionPaks can be used in any unit or version, in any fiscal year

- Allow a single initiative or event to be budgeted across different units, with each budget holder contributing his or her piece

- Consolidating report pulls together the entire ActionPak

- Shared ActionPaks can also be budgeted year over year, for discrete initiatives or events that recur

- Creator of the shared ActionPak can restrict its usage to specific units

  - Can also make its usage mandatory in specific versions

- The ActionPak code can be used as a way to associate or structure types of ActionPaks, particularly for reporting

Definitions

Define calculations
Define drivers
Define asset classes
Define new hire policies
Define pay schedules
Define benefit classes
Define shared ActionPaks
Define surveys
Define wage types
Define wage classes

ActionPaks (whether private or shared) are budgeted like any standard multi-account section

Update Website Design

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This ActionPak consists of 3 line items. To budget these line items, proceed through each step, one at a time. On each step you will budget a separate line item.

| Line item 1 of 3 | Line item 2 of 3 | Line item 3 of 3 |

Step 1

Professional Fees   4700

Please select one of the budget methods below and use it to designate the annual amount for this line item.

Select budget methods from here:

- By annual amount
- By percent increase
- By per head
- By line item detail
- By driver x rate
- By rows and columns

By annual amount

Enter annual amount here: $35,000

By percent increase

Note: The 'By percent increase' option is not available because the percent increase basis version annual amount is not available or is zero.

By annual amount per head

	As of 6/30/2018	
Your budgeted headcount:		27.70
Enter your annual amount per head here:		$1,263.54
This year's annual amount:		$35,000

Step 2 (optional)

Would you like to make a note about this line item? If so, enter your note here. It will be printed on some reports. You may enter up to 8000 characters.

Design firm for new creative direction and layout

Edit | Import notes from prior budgets

Line item usage

1 other section also uses this line item.

	Section	Amount
Total from other areas:	$83,100	
Total from here:	$35,000	
Total for this line item:	$118,100	
1	Other Professional Fees	$83,100

Summary

This is a summary of the line items in this actionpak.

ActionPak total: $53,250

	Line item	Amount
1	Professional Fees	$35,000
2	Photography	$17,500
3	Meeting Expense	$750

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Our clients currently use ActionPaks in the following ways:

Approach 1: Special projects, programs and initiatives

Approach 2: Additional budget requests

Approach 3: Funding requests for strategic priorities

Approach 4: Hybrid approach

Approach 1: Special projects, programs and initiatives:

- In conjunction with general budget
- For items such as conferences, meetings, graduation costs

ActionPak: Training of Department Leaders

Includes accounts:

- Employee Relations and Recognition
- Employee Training and Development
- Office Supplies
- Printing/Copies
- Air Travel
- Car Rental
- Lodging
- Meals & Entertainment
- Meeting Food

ActionPak: Academic Meetings

Includes accounts:

- Air Travel
- Mileage Reimbursement
- Parking/Tolls
- Lodging
- Meals & Entertainment
- Miscellaneous Travel
- Sponsorship funds
  (contra-expense account used to offset travel to meetings, trainings, etc.)

Shared ActionPak: Graduation Costs

Includes accounts:

- Air Travel
- Lodging
- Meeting Food
- Meeting Rooms & Supplies
- Promotion - Supplies
- Brochures/Special Printing
- Independent Contract Labor

Approach 2: Additional budget requests

- Budgeting takes place using the accounts in the general stacks & sections
- ActionPaks are used to capture anything additional to the operational budget
  - E.g. Software, Consultants, Program expansion, New Memberships

ActionPak: Obligated Costs - Library Resources	
Includes accounts:	
	Database Access
	Royalities and Copyrights

ActionPak: Regional Membership	
Includes accounts:	
	Dues & Subscriptions
	Conference and Seminar Fees

ActionPak: Yoga Program Expansion	
Includes accounts:	
	Consultants
	Supplies

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Approach 3: Funding requests for strategic initiatives:

- E.g. Organizational strategic initiatives include (1) a sustainable financial model, and (2) safe, sustainable, and accessible physical and technological infrastructure

ActionPak: Athletic Storage Project		
Includes accounts:		
	Institutional Overhead	
	Project Contingency	
	General Contracting	

ActionPak: Pedestrian Safety		
Includes accounts:		
	Strategic Contingency	

ActionPak: CRM Software		
Includes accounts:		
	Software	
	Consultants	

ActionPak: Sustainability Initiative		
Includes accounts:		
	Strategic Contingency	

Approach 4: Hybrid Approach

- **Many clients do not restrict usage and instead let their users choose how they want to use ActionPaks**
  - Special projects, programs and initiatives
  - Additional budget requests
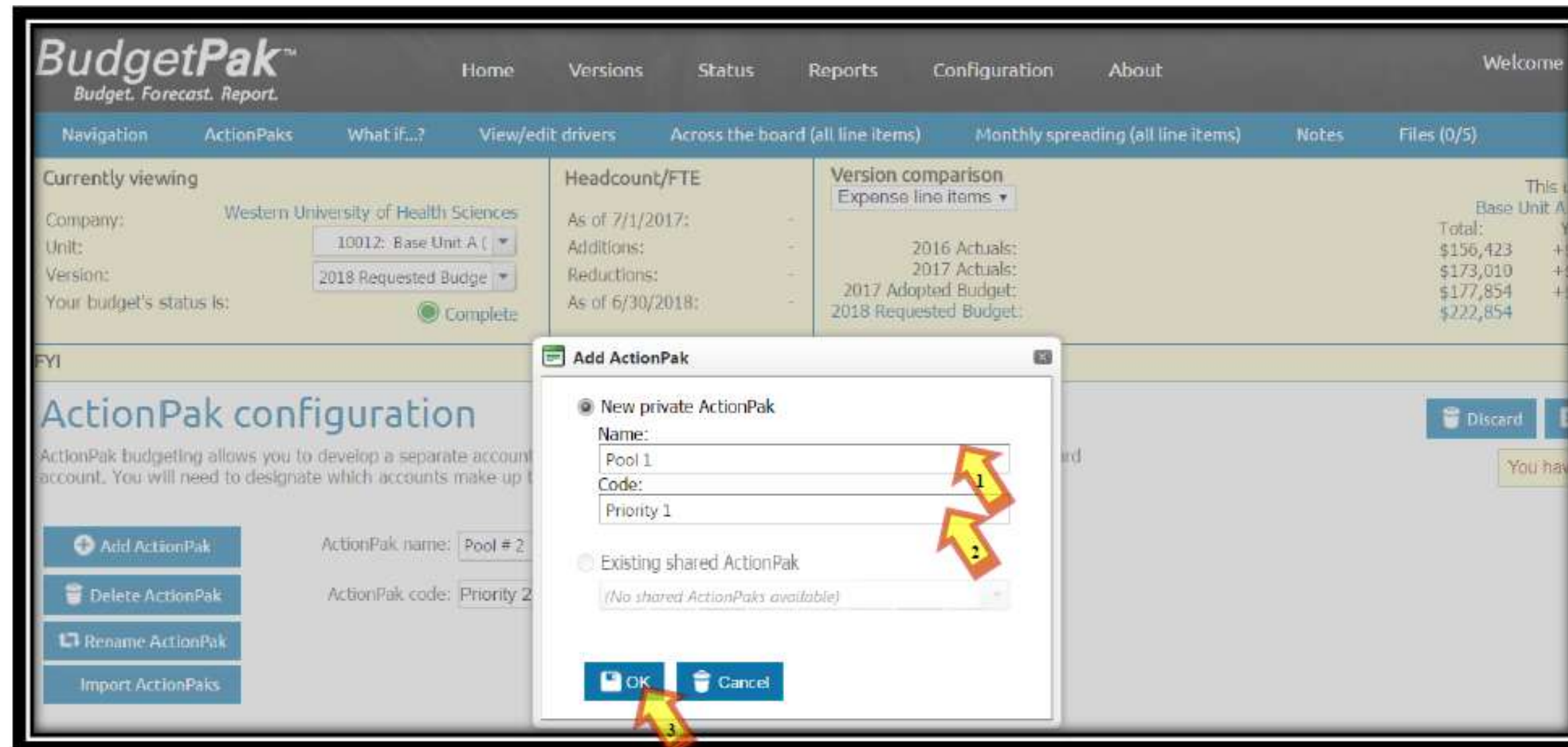 - Funding requests for strategic priorities

Raymond Garcia

Assistant Director of Finance and Budget Administration
Western University of Health Sciences
Pomona, CA

- **How are you using ActionPaks?**

- **What problem were you trying to solve?**

- **How have ActionPaks helped your organization solve the problem?**

- **What has been the response from your users?**

- **How is it working out? Any surprise outcomes?**

Western University
of Health Sciences

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How are you using ActionPaks?

- Western University of Health Sciences has a multi-Phase Budget Development Process:
  - Phase I (The Request Phase) and Phase II (The Reallocation Phase).

  - A max of three ActionPaks may be used under Phase I for each college/support department.
  - Prior to opening Phase I, priority pools are identified and referenced within each ActionPak.
  - The following are some of the priority pools:

Program Review Action Plans;
Current Academic and
Operational Enhancements;
Strategic and Operational
Initiatives;
and Capital Project/Equipment
Replacement/Deferred
Maintenance Funds.

What problem were you trying to solve?

- The Office of Budget Management, Planning and Analysis is always on the lookout to automate and streamline processes.

- Our office was looking for a system that would allow us to complete as much of the process in one single software, prior to running reports in excel.

- This would decrease the time spent on creating and checking formulas, along with integrating various systems in the process.

**The discipline of learning. The art of caring.**

How have ActionPaks helped your organization solve the problem?

- ActionsPaks have provided a simple, predefined, and trackable method of requesting new funding within a system that is able to isolate each request and at the same time consolidate the new funding request at various rollup levels for analysis and reporting tools.

ActionPak Report

Version:	2018 Requested Budget
Company:	Western University of Health Sciences
Unit:	10012: Base Unit A (Training)

ActionPak:	Pool # 1
ActionPak code:	Priority 1

Account	Description	2018 Requested Budget	Notes for 2018 Requested Budget
6200	Salaries – Administration Full Time	$40,000	1.0 FTE Admin position needed for the new program. The anticipated hire date is 7/1/18.

Western
University
OF HEALTH SCIENCES

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What has been the response from your users?

- The chart on the rights shows some of the responses on a survey conducted after rolling out BudgetPak.

- Comment on Survey: "Budget Phase I … It was easy in creating the Budget ActionPaks for the three priorities. I was able to pull a professional ActionPak report within minutes for the VP review and approval before submitting to the budget Office."
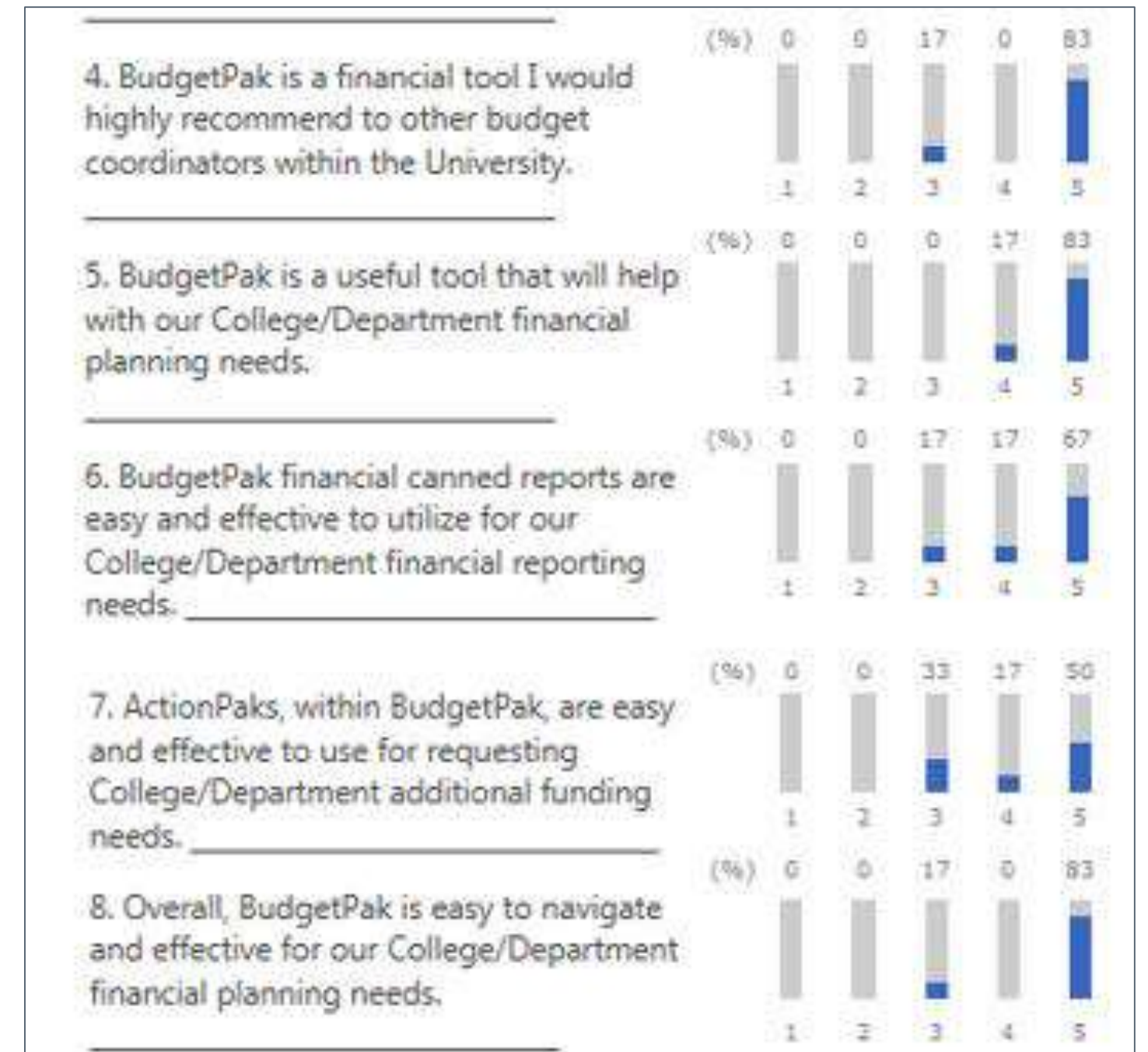
How is it working out? Any surprise outcomes?

- BudgetPak has provided an accurate, timely, and trackable system for reporting and analysis at various levels.

Anne M. Wells

Accounts Receivable & Accounts Payable Manager

University of Findlay

Findlay, OH

University of Findlay

ActionPaks- University of Findlay definition

- ActionPaks are funding requests for Strategic Priorities.

- Any amount entered into an ActionPak is additive to the amount already entered for that line item in the base budget.

- ActionPaks are used to request new funding for projects and initiatives.

- ActionPaks must have a note or attachment describing the initiative and how it is explicitly linked to at least one of the strategic goals from the Strategic Plan.

University of Findlay

ActionPaks

- **Recurring vs. Non-recurring requests**
  - Budget Transfers intended as one time expenses became permanent increases to operating budget.
  - Eliminates mid-year budget transfers (variances).
- **Transparency**
  - Allows 200+ Units to have an equal opportunity to request funding for operating budget shortages or specific initiatives.

University of Findlay

- **ActionPak Codes**
  - Naming convention that encourages prioritization (example: Unit#-1, Unit#-2)

- **Notes vs. Files**
  - Notes are required, Files are beneficial. Notes will show in reporting.

- **Content of ActionPaks**
  - Make sure ActionPaks are structured so they can be disassembled, if needed.

- **Shared or Private ActionPaks**
  - UF is currently not using, but plans to use this feature in the future.

University of Findlay

Discussion topics

- Any other interesting usages you'd like to share?

- How can the existing ActionPak feature serve you better?

- What additional ActionPak functions would you like to have?

- How else can we help?

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GOAL